

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 36-82**

**7 JULY 2015**



**Personnel**

**EXCEPTIONAL FAMILY MEMBER  
PROGRAM (EFMP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force policy directive (AFPD) implements policy and assigns responsibilities for the Exceptional Family Member Program (EFMP). This AFPD implements DODI 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense* and interfaces with AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, AFPD 36-30, *Military Entitlements*, and 40-7, *Medical Support to Family Member Relocation and Exceptional Family Member Program – Medical (EFMP-M)*. This publication applies to all Air Force Personnel including the Regular Air Force (RegAF), the Air Force Reserve (AFR) and the Air National Guard (ANG) on Title 10 status. ANG personnel on Title 32 status must utilize the following guidance unless otherwise directed by state law. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) develops personnel policy for the Exceptional Family Member Program. This publication may not be supplemented. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

**1. Policy.** The Air Force (AF) is committed to fair and equitable assignment, support, and care actions for those Air Force members who have an exceptional family member (EFM) enrolled in the Exceptional Family Member Program (EFMP) consistent with established law and policy.

1.1. Enrollment in EFMP is mandatory for all active duty military sponsors who support a family member with special needs that is entitled to TRICARE.

1.2. The AF EFMP is comprised of three main components: Assignments (EFMP-A), Family Support (EFMP-FS), and Medical (EFMP-M).

1.2.1. EFMP-A: AF assignments are based on mission requirements and selection for assignment is based on established criteria derived from development teams, Air Force Specialty Code (AFSC), time on station (TOS), and other mission and duty related necessities.

1.2.1.1. Special needs of a member's EFM(s) are considered following assignment selection and are based on the review actions for available support at the projected gaining location.

1.2.1.2. Established assignment procedures empower Airmen to make informed decisions while balancing career and family needs.

1.2.1.3. When the selected assignment location is unable to support, EFMP re-assignment options will be provided pursuant to AF assignment procedures to the sponsor who has a family member with special needs.

1.2.2. EFMP-FS: Airman and Family Readiness Centers (A&FRC) provide community support to enhance the quality of life of family members of active duty sponsors who have special needs. EFMP-FS coordinators/core compliance experts provide non-medical information and referral (I&R) and maintain federal, state and local resources for sponsors and family members. A&FRCs coordinate with other EFMP functions to provide comprehensive and coordinated EFM support to the base community.

1.2.3. EFMP-M: The medical component of EFMP identifies, enrolls, and provides care and referral processes for eligible family members who have special needs, and identifies medical and educational service requirements of family members in support of RegAF sponsor reassignment and civilian employment overseas.

1.2.3.1. Special Needs Coordinators (SNC) located in MTFs provide the direct support and contact points for members who have family members with special needs; identifies medical and educational service requirements of family members in support of active duty sponsor reassignment and civilians employment overseas.

1.2.3.2. SNCs enroll identified family members with special needs in the EFMP.

1.3. When a family member's condition(s) meet enrollment criteria, an assignment limitation code "Q" is entered in the active duty sponsor's electronic personnel record; the "Q" code is used by medical and educational authorities to consider special needs when sponsors are projected for assignment.

**2. Definitions.** Terms used in this Policy Directive are defined in Attachment 1.

### 3. Responsibilities.

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing the Air Force Exceptional Family Member Program (EFMP).

3.2. The Deputy Chief of Staff for Manpower and Personnel (AF/A1) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Air Force Exceptional Family Member Program (EFMP).

3.2.1. The Director, Air Force Services (AF/A1S) is responsible for administering the day-to-day activities of AF EFMP.

3.2.1.1. Provides the AF with a single point of contact (POC) to advocate for and represent the three main components of AF EFMP and provide over-arching EFMP policy through appropriate AF directives and instructions.

3.2.1.2. Assesses variations in established procedures for AF-led joint communities and joint bases to ensure consistent program delivery and expectations of assigned populations, in accordance with established procedures.

3.2.1.3. Develops formal coordination and review processes for policy updates, issue resolution, and program changes necessary to maintain consistent service delivery and respondent to the Office of the Secretary of Defense Office of Special Needs requirements.

3.2.1.4. Develops policy for the EFMP-FS component within Airman and Family Readiness Centers (A&FRC) in support of installation leadership and assigned populations.

3.2.2. The Director, Force Management Policy (AF/A1P) is responsible for developing and promulgating AF assignment policies that maintain fair and equitable procedures for all eligible Airmen who have exceptional family members.

3.2.3. Commander, Air Force Personnel Center (AFPC) is responsible for providing operational assignment processes consistent with fairness and equality for all Airmen based on the needs of AF missions; and, establishing or maintaining field operating guidance for EFMP-FS support staff as part of A&FRC capabilities.

3.3. The Surgeon General (AF/SG) is the HAF Focal Point for health care policies, clinical practice guidelines, related procedures, and standards governing Air Force healthcare programs in support of AF EFMP.

3.3.1. Maintains SNC capability at servicing Military Treatment Facilities (MTF).

3.3.2. Ensure special needs family members are provided support to navigate the healthcare services necessary and care coordination, as applicable.

Deborah Lee James  
Secretary of the Air Force

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

DODI 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense*, 20 December 2005

AFI 36-3009, *Airman and Family Readiness Centers (A&FRC)*, 7 May 2013

AFI 36-2110, *Assignments*, 22 September 2009

AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*, 15 February 2012

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998

AFPD 36-30, *Military Entitlements*, 2 August 2003

AFPD 40-7, *Medical Support to Family Member Relocation and Exceptional Family Member Program – Medical (EFMP-M)*, 4 September 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

HAF Mission Directive 1-24, Assistant Secretary of the Air Force, Manpower and Reserve Affairs, 15 December 2008

HAF Mission Directive 1-32, Deputy Chief of Staff of The Air Force, Manpower, Personnel and Services, 1 July 2009

#### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**A&FRC**—Airman and Family Readiness Center

**AF**—Air Force

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFSC**—Air Force Specialty Code

**EFM**—Exceptional Family Member

**EFMP**—Exceptional Family Member Program

**EFMP—A** – Exceptional Family Member Program Assignments

**EFMP—FS** – Exceptional Family Member Program Family Support

**EFMP—M** – Exceptional Family Member Program Medical

**FP**—Focal Point

**HAF**—Headquarters Air Force

**MTF**—Military Treatment Facility

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**SNC**—Special Needs Coordinator

**TOS**—Time on Station

*Terms*

**Assignment**— the notification and relocation of a military member to either a continental United States or overseas military installation.

**Exceptional Family Member**— an individual who has special medical or educational needs and is a dependent family member of a military sponsor.

**Joint Base**— a combined installation pursuant to Base Realignment and Closure action, resulting in a lead “supporting” component and one or more “supported” components of other military services.

**Joint Community**— an installation where one service is the host and other non-AF services are located as either tenants or other activity within the installation.

**Q-Code**— is a code in the military records system to indicate the presence of family members with special needs and is used by medical and educational authorities when sponsors are projected for assignment.